

**U.S. DEPARTMENT OF ENERGY**  
**AND**  
**NATIONAL NUCLEAR SECURITY ADMINISTRATION (NNSA)**  
***Aspiring Leader Program***  
Administered by the USDA Graduate School

<b>Objective:</b>	This training announcement is to solicit federal employees at the GS-5 to GS-7 level. The Aspiring Leader Program prepares federal employees to be team leaders, supervisors, and managers by strengthening basic competencies and managerial skills such as oral and written communication, interpersonal skills, self-direction, customer service, flexibility, leadership, problem solving, and decisiveness.
<b>Eligibility:</b>	Federal employees at the GS-5, GS-6, and GS-7 levels.
<b>Program Overview:</b>	This leadership development program is coordinated Department-wide by the Office of Enterprise Training Services (HC-21) and is administered by the U.S. Department of Agriculture (USDA) Graduate School. The Aspiring Leader Program is structured around three five-day seminars <b>located in the Washington, D.C., metropolitan area</b> . Sessions are scheduled for the week of August 25, September 29, and October 27, 2008. Because teamwork is critical to good management, participants are assigned to a Leadership Development Team during the first seminar. Working on a team strengthens leadership and interpersonal skills, stimulates commitment to personal development, and provides a forum for exploring and addressing current issues facing supervisors and managers in the federal workplace. Each team prepares and delivers a one hour presentation on a management-related topic. Program participants will continue in their present positions and perform their normal duties. This program does not involve a promotion or a change in position.
<b>Components:</b>	Major components of this program, in addition to the three, one-week training seminars and leadership development team activities, include an individual needs assessment, a leadership development plan, and management readings. In addition, the program contains the following activities: <ul style="list-style-type: none"> <li>• Three management interviews with federal managers at the GS-11 to GS-13 levels</li> <li>• One-week shadowing assignment of a federal manager at the GS-11 to GS-13 levels</li> </ul>
<b>Cost:</b>	Tuition is \$2,565 and is the responsibility of the participant's organization, as are travel and per diem expenses.
<b>Program Cycle:</b>	A three-month program that begins August 25, 2008.
<b>Nomination Procedure:</b>	<b>Step 1:</b> Employees must coordinate their application package through his or her training <a href="#">liaison/coordinator</a> as well as your supervisor. <b>Step 2:</b> For those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, please use workflow to submit your request for training enrollment in <b>Course #000153, Session #0012</b> . For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. <b>Step 3:</b> When the training request is approved, complete a nomination package; it must include a résumé or OF-612, a completed USDA <a href="#">application form</a> , and a training request form (SF182). <b>Step 4:</b> Submit nomination materials to Sandra Merrill, Career Development Specialist, HC-21 via email, <a href="mailto:Sandra.merrill@hq.doe.gov">Sandra.merrill@hq.doe.gov</a> or fax (505) 245-2113.  <b>NNSA NOTE:</b> On February 11, 2008, Learning and Career Development (LCDD) announced NNSA-Wide both sessions of the Graduate School's 2008 Aspiring Leader Program. The deadline for NNSA nominations was March 3, 2008 at 4pm (MST). NNSA nominations will not be accepted under this DOECAST announcement. Questions may be directed to Shari Moya, LCDD, (505) 845-4246.
<b>Points of Contact:</b>	Sandra Merrill, Career Development Specialist, (505) 245-2112 or <a href="mailto:sandra.merrill@hq.doe.gov">sandra.merrill@hq.doe.gov</a> . Karen Lerma, Corporate Training Officer, Office of Human Capital Management Innovations and Solutions, Enterprise Training Services, (202) 631-9940 or <a href="mailto:Karen.lerma@hq.doe.gov">Karen.lerma@hq.doe.gov</a> ;
<b>Nomination Due Date:</b>	Due by <b>July 11, 2008</b> .

<b>Cancellation Policy:</b>	Withdrawals are accepted at no cost if made more than 14 days before the program begins. If you cancel less than 14 days before the program begins, there is a \$500 processing fee if no substitution is made. There will be no refund for withdrawal after the orientation session. Substitutions may be made anytime until the session begins.
<b>Additional Information:</b>	More detailed information on the program is available on the Graduate School USDA Website <a href="http://www.grad.usda.gov">www.grad.usda.gov</a> , under "Course and Program Information," then "Leadership Development Programs", then "Aspiring Leader Program".